



Department of Energy

Washington, DC 20585

September 29, 2004

MEMORANDUM FOR DISTRIBUTION

FROM:


DEAN G. OLSON, ACTING DIRECTOR
ENERGY FINANCE & ACCOUNTING SERVICE CENTER

SUBJECT:

Implementing the Energy Finance and Accounting Service Center

This memorandum includes two attachments to smooth our transition into operational status for the Energy Finance and Accounting Service Center (EFASC). Attachment A describes, at a high level and by functional area, the responsibilities of the various EFASC components and residual DOE financial organization that will be implemented on October 4, 2004. For the most part, the recommended responsibilities reflect the Agency's Tender Offer for the financial services A-76 competition and the requirements identified in the A-76 Performance Work Statement. Attachment B is a functional directory for the EFASC Accounting Operations Division identifying points of contact and contact information for each functional area. Please distribute this memorandum and its attachments to the members of your staff, as appropriate.

Functional transition teams of DOE experts have been working diligently for several months to ensure the recommended alignment of responsibilities is feasible, efficient, and executable. As you will recall from the briefings during the last two field CFO meetings, a number of issues had to be evaluated and addressed. Since the last meeting, and with the August 16th decision to defer the deployment of the Standard Accounting and Reporting System, the functional teams revisited the transition plans and pro forma process flows to ensure they reflected the changes necessary for establishing operations using the three applications, hardware platforms, and databases of the legacy system. Additional details and supporting documentation for Attachment A are located on the EFASC web site at: <http://www.mbe.doe.gov/efasc/index.htm>.

The roles and responsibilities described herein will be refined and more clearly set forth as operational experience provides us greater insight into what works and what needs improvement. Those refined responsibilities will serve as the basis for the Memoranda of Understanding to be executed by the EFASC Director and the field CFOs in the near future.

The MEO Functional Transition Team leaders have done an exceptional job, and the efforts of your staffs have been critical in moving us through the transition. Please express my gratitude to the individuals who assisted in our transition efforts. It is their professionalism, dedication, and hard work that brought us this far this fast. I am sure we can count on their continued support in addressing the issues we will inevitably encounter in the coming weeks and months.

Attachments



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DISTRIBUTION

Thomas C. Foley, Acting Chief Financial Officer, CH
Timothy A. Rea, Finance Team Leader, GFO
Christine Ott, Chief Financial Officer, ID
Sharon Marchant, Acting Chief Financial Officer, NETL
E. Dennis Martinez, Chief Financial Officer, NNSA
M. Janet Boulanger, Finance Manager, NPR3
Kay Hansen, Acting Chief Financial Officer, OH
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Gary A. White, Chief Financial Officer, PNRO
Jean F. Schwier, Assistant Manager, Administration, RL
Kevin Ensign, Acting Chief Financial Officer, RL-ORP
Marvin T. Huntsman, Director, Planning & Financial Management, SPRO
John Pescosolido, Chief Financial Officer, SR
William Leahy, Chief Financial Officer, Schenectady Naval Reactors Office, SNRO
Wendy L. Miller, Director, Capital Accounting Center, ME-14/GTN

cc w/attachment:

Susan J. Grant, Director, Office of Management, Budget and Evaluation/Chief Financial Officer
James T. Campbell, Deputy Chief Financial Officer
David M. Robinson, ME-1
Helen O. Sherman, Director, Office of Financial Management, ME-10/FORS
Rick Loyd, Director, Office of Financial Control and Reporting, ME-12/GTN
Warren Huffer, Director, Office of Corporate Financial Systems, ME-13/GTN
Howard Borgstrom, Office of Working Capital Fund, ME-15/FORS

Energy Finance and Accounting Service Center Roles and Responsibilities (Pre-STARS)

For the sake of simplicity, the following acronyms are used in this document: EFASC-GTN refers to the Germantown component of the EFASC; EFASC-AL refers to the NNSA Service Center component of EFASC; and EFASC-OR refers to the Oak Ridge component of the EFASC.

Accounts Receivable

Billing and collection of accounts receivable are being consolidated in Germantown. As the need arises, field elements will submit billing requests to the Special Accounts and Reconciliation (SAR) Team of the EFASC-GTN Accounting Operations Division. A new Treasury lockbox is being established for all Federal collections; however, in the interim, any collections received by a field office will be forwarded to Carole Fuster/ME-142.2, U. S. Department of Energy, PO Box 500, Germantown, MD 20875.

Accruals

The field office records the cost at the time funds are obligated for grants with an award value less than \$200K or a performance period of less than twelve months. For grants with an award value greater than \$200K, field offices provide EFASC-GTN Accounting Operations Division with an Excel worksheet (preferred method) indicating the Contract ID, cumulative obligations, cumulative costs, the remaining period of performance, and a straight-line rate of monthly costing. Quarterly (or monthly depending on site-specific needs), for contracts with uncostered obligations greater than \$1M, field offices will provide EFASC-GTN with an Excel worksheet (preferred method) or Management Cost Report indicating the Contract ID, the amount to be costed, and any period-ending adjustments required. Field offices are responsible for placing as many of their grantees on the ASAP payment mechanism as possible. Field offices are responsible for providing EFASC-GTN true up estimates for grant accruals in accordance with year-end reporting guidance. True-ups on grants are anticipated to be an annual requirement due to historical practices, contracting language, and the difficulties associated with obtaining supporting documents from grantees. Automated accrual programs will not be executed during the 1st and 2nd quarter of FY05.

Financial Reporting

Consolidated financial reporting will be performed by the EFASC-GTN Financial Reporting Team. However, EFASC field liaison support will be needed to: 1) produce, analyze, footnote, and certify the local FMS 2108 Year End Closing Statement; 2) record unfunded environmental liabilities, unfunded ES&H liabilities, unfunded contingent liabilities, and pension and post-retirement benefit liabilities for non-integrated contractors at the end of each quarter; 3) conduct financial analysis of period-end balances and prepare footnotes as appropriate; 4) provide local coordination with audit staff; 5) provide integrated contractor SF 220.9 accounts receivable

reports via the EFASC web-based reporting tool; provide integrated contractor A-65 and Technology Transfer reports to EFASC-GTN, and provide internal local DISCAS budget execution and other reports.

Intergovernmental Payments and Collections (IPACs)

IPAC payments and collections will be centrally processed by EFASC-GTN. For incoming IPAC charges however, the field office liaison or approving official, within 30 days of receiving EFASC notification, must provide EFASC with costing guidance and approval of the charges. For outgoing charges, field office staff send an IPAC Transmittal Worksheet electronically to EFASC. Within the 30 days following submission of the Worksheet, field office staff send substantiating information to the IPAC recipient. Also, field liaisons are responsible for uploading integrated contractor bulk IPAC files into DISCAS and the Government On-line Accounting Link System.

Month-End Processing

Month-end processing will be centralized in EFASC-GTN after a three month phase in period during which the NNSA Service Center will continue to perform a substantial number of its closing activities. During the phase in period, EFASC will test and refine the process using Germantown and Oak Ridge data to ensure reconcilability and data integrity, and to validate that the process will work as designed. During phase in and following complete consolidation in January, ongoing EFASC field liaison support will be required to record zero pay correcting entries, submit integrated and/or non-integrated contractor payment and collection reports, consolidate contractor submissions, run the integrated cost update, perform MARS/DISCAS comparisons and correct out of balance conditions, perform data clean-up in support of STARS conversion efforts, and record and validate the payment split entries.

Nuclear Materials Accounting

Accumulating, recording, reconciling and reporting nuclear material information will be performed by the Nuclear Materials Accounting staff of EFASC-AL. Information from transfer activity and from several classified systems will be journalized, balanced, and validated, and then recorded in DISCAS each month. DOE contractors, and in some cases DOE Federal offices, will transmit their Departmental Inventory Management System (DIMS) data to EFASC-AL NMA staff by the 25th business day following the completion of the quarter, and it will be consolidated, edited, and validated. Data for the 3rd and 4th quarters will be provided to the Office of Financial Policy for use in conducting audit liaison for the financial statements.

Other General Accounting

For Inter-Entity Transactions between DOE Field Offices and Integrated Contractors, EFASC-GTN will perform billing and collection activities and EFASC-OR will process payments. Field Office to Field Office activity will be handled via accounting transactions performed by EFASC-GTN. Field offices are responsible for reconciling, establishing and liquidating Inter-Entity obligational authority. For contract transfers that occur after the moratorium is lifted, the

releasing and receiving organizations will be responsible for recording required entries. EFASC-GTN will provide support for contract transfers as appropriate. Releasing Office will be fully responsible for ensuring that contract records are adequate and that DISCAS datasets are in agreement with each other and with central procurement systems.

Payments

The EFASC-OR will make all of DOE's payments. Field offices are responsible for approving or rejecting their vendors' invoices using Oak Ridge's on-line Vendor Invoice Approval System. Each field office is also responsible for maintaining their vendor profile information created as the field offices obligate funds. For each Procurement Card, either the cardholder or the field liaison provides the funding information for each transaction on the statement by the 20th of each month. This is provided through the Oak Ridge payment services website. Cardholders or approving officials must provide their approvals by the 25th of each month.

Payroll Accounting

Payroll accounting will be centralized in EFASC-GTN beginning with the first full pay period in FY05 (pay period 0422). Except for NETL, EFASC field liaison support will be required to record zero pay correcting entries, if costs need to be recorded at a lower level than supported by the LDS interface. An automated process will be developed and tested for recording NETL payroll during the first quarter of FY05.

Plant and Capital Equipment (P&CE)

P&CE will be recorded, accounted for, and reconciled by the EFASC-GTN General Accounting Team. Field liaison staff are however, responsible for submitting documentation supporting any change in an asset's status (e.g., disposal, write off, capitalization) to the General Accounting Team.

Reservations and Obligations

Field elements retain the responsibility for recording reservations and obligations for travel, purchase orders, contracts, grants, work for others agreements, and all other obligating documents. This responsibility includes the establishment of vendor reference information.

Systems Support

As a consequence of the STARS deployment deferral, the three service centers' DISCAS/MARS hardware, software and databases will need to be supported for of EFASC operations. It is estimated two additional FTEs per service center will be required until STARS becomes operational. The interim cost of systems support will be charged as a cost of operating EFASC.

Travel

Travel changes related to EFASC implementation will be largely transparent to the end user. The various Travel Manager databases have been migrated to Germantown servers. Vouchers will be processed by EFASC-GTN and paid by EFASC-OR. Electronic remittance notices will be e-mailed by EFASC-OR. Field offices retain the responsibility for running the interface for Travel Authorizations, providing user support, maintaining the local list of travelers receiving 100% audits, assisting in implementing local changes (e.g., reorganizations), assisting local users in resolving technical issues, and helping the EFASC-OR research voucher interface problems. As in the past, travelers retain copies of their authorizations and vouchers.

Travel Charge Card

The DOE travel charge card program will be centrally administered by EFASC-GTN. New cards will be requested through a web-based application form accessible through the EFASC web site. Individuals who travel two times or more during a calendar year should obtain a travel charge card. Field offices will provide EFASC-GTN with a list of travelers authorized to use the centrally-billed account, and will notify their respective Travel Management Contractor of the names of the EFASC-GTN staff who will be authorizing use the centrally-billed account. In emergency situations, field offices can authorize use of the account.

Energy Finance and Accounting Service Center
Accounting Operations Division (ME-142)
 Functional Directory
 Effective: October 4, 2004

Wendy L. Miller, Director <u>Wendy.miller@hq.doe.gov</u> 301-903-5858	
Financial Service Branch (ME-142.1) Terry Perry, Branch Chief <u>Terry.perry@hq.doe.gov</u> 301-903-9551	Accounting Branch (ME-142.2) Teresa Baldwin, Branch Chief <u>Teresa.baldwin@hq.doe.gov</u> 301-903-5074
<u>Travel Team</u> Mark E. Miller, Team Leader <u>Mark.e.miller@hq.doe.gov</u> 301-903-5317	<u>General Accounting Team</u> Judy Brodbeck, Team Leader <u>Judy.brodbeck@hq.doe.gov</u> 301-903-8351
Customer Support (Travel)	Accruals and Costing
Permanent Change of Station (PCS)	Inventory Accounting
Post Payment Audits (Travel)	Intra-governmental Payments and Collections (IPACs)
Travel Charge Cards	Property Accounting
Travel Delinquency and Potential Misuse Reports	SF-1221 State Department Foreign Billings
Travel Manager Electronic Document Processing	
<u>Payroll and Budget Execution Team</u> Lorraine Moxley, Team Leader <u>Lorraine.moxley@hq.doe.gov</u> 301-903-9475	<u>Special Accounts and Reconciliation Team</u> Cindy Forder, Team Leader <u>Cynthia.forder@hq.doe.gov</u> 301-903-5333
Contract Closeouts (Headquarters Only)	Contract Transfers
Obligations (Headquarters Only)	Collections and Deposits
Payroll	Investments
ATAAPS (T&A System) Desk Guides	Purchase Card Reconciliation (Headquarters Only)
DOE Customer Service Representatives	Receivables
Frequently Asked Questions	Reimbursable Work
How to Update Your Personal Payroll Information and/or Deductions	Schedule 9
Labor Distribution Allocation and Reporting	
Reservations (Headquarters Only)	
Vendor Profiles (Headquarters Only)	

Energy Finance and Accounting Service Center
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FUNCTION	PRIMARY POC	SECONDARY POC
Accruals & Costing	Judy.brodbeck@hq.doe.gov 301-903-8351 Fax: 301-903-6749	
Contract Closeouts	Sherry.breedon@hq.doe.gov 301-903-5322 Fax: 301-903-5977	
Contract Transfers	Cynthia.forder@hq.doe.gov 301-903-5333 Fax: 301-903-0131	Dewight.perkins@hq.doe.gov 301-903-5949
Collections and Deposits	AR@hq.doe.gov Fax: 301-903-1770 Instruct debtors to: (1) Make checks payable to U. S. Department of Energy and cite CID or bill reference number on check. (2) Send monies to: <u>U. S. Postal Mail:</u> Carol Fuster/ME-142.2 U. S. Department of Energy PO Box 500 Germantown, MD 20875 <u>Express Mail:</u> Carol Fuster/ME-142.2 301-903-0534 U. S. Department of Energy 19901 Germantown Road Germantown, MD 20874	Carol.Fuster@hq.doe.gov 301-903-0534 Cynthia.forder@hq.doe.gov 301-903-5333
Inventory Accounting	Judy.brodbeck@hq.doe.gov 301-903-8351 Fax: 301-903-6749	
Investments		
Nuclear Waste Fund	Judith.Hecht@hq.doe.gov 301-903-6769 Fax: 301-903-1770	Cynthia.forder@hq.doe.gov 301-903-5333 teresa.baldwin@hq.doe.gov 301-903-5074
Petroleum Pricing Violations Escrow Fund Investments	Judith.Hecht@hq.doe.gov 301-903-6769 Fax: 301-903-1770	Cynthia.forder@hq.doe.gov 301-903-5333 teresa.baldwin@hq.doe.gov 301-903-5074
United States Enrichment Corporation Investments	Connie.choudhry@hq.doe.gov 301-903-4799	Cynthia.forder@hq.doe.gov 301-903-5333

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FUNCTION	PRIMARY POC	SECONDARY POC
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Uranium Enrichment Decontamination & Decommissioning Fund Investments	Connie.choudhry@hq.doe.gov 301-903-4799 Fax: 301-903-1770	Cynthia.forder@hq.doe.gov 301-903-5333 teresa.baldwin@hq.doe.gov 301-903-5074
Intra-Governmental Payments and Collections (Incoming)		
All Payroll Related IPACs	Randy.horman@hq.doe.gov 301-903-2002 Fax: 301-903-1054	Lorraine.moxley@hq.doe.gov 301-903-9475
All Government Printing Orders IPACs	Mildred.lynn@hq.doe.gov 301-903-4938 Fax: 301-903-6749	
All State Department IPACs	Mildred.lynn@hq.doe.gov 301-903-4938 Fax: 301-903-6749	
Other IPACs		
Bonneville Power Administration	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Casper NPR	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Chicago Operations Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Elk Hills NPR	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Golden Field Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Janice.Robison- Crawford@hq.doe.gov 301-903-3217
Headquarters	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Idaho Operations Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Janice.Robison- Crawford@hq.doe.gov 301-903-3217
National Energy Technology Laboratory (NETL)	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
National Nuclear Security Administration (NNSA) (ALQ)	IPAC@hq.doe.gov Fax: 1-866-653-0041	Janice.Robison- Crawford@hq.doe.gov 301-903-3217
Oak Ridge Operations Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
Office of Scientific and Technical Information (OSTI)	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
Ohio Field Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
Pittsburgh Naval Reactors Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Iseman@hq.doe.gov 301-903-5335
Richland Operations Office	IPAC@hq.doe.gov	Dolly.stewart@hq.doe.gov

Energy Finance and Accounting Service Center
Accounting Operations Division (ME-142)
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FUNCTION	PRIMARY POC	SECONDARY POC
	Fax: 1-866-653-0041	301-903-5882
Savannah River Operations Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
Schenectady Naval Reactors Office	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Isemann@hq.doe.gov 301-903-5335
Southeastern Area Power Administration	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Isemann@hq.doe.gov 301-903-5335
Southwestern Area Power Administration	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Isemann@hq.doe.gov 301-903-5335
Strategic Petroleum Reserve Office (SPRO)	IPAC@hq.doe.gov Fax: 1-866-653-0041	Dolly.stewart@hq.doe.gov 301-903-5882
Western Area Power Administration	IPAC@hq.doe.gov Fax: 1-866-653-0041	Sandy.Isemann@hq.doe.gov 301-903-5335
Intra-Governmental Payments and Collections (Outgoing)	IPAC@hq.doe.gov Fax: 1-866-653-0041	Gloria.mcgaha@hq.doe.gov 301-903-9502 Dolly.Stewart@hq.doe.gov 301-903-5882
Isotopes Accounting (Headquarters Only)	Dewight.Perkins@hq.doe.gov 301-903-5949 Fax: 301-903-0131	
Obligations (Headquarters Only)		
Contracts	Donna.ferril@hq.doe.gov 301-903-5853 Fax: 301-903-0326	
Purchase Orders (Non-DOE/C-Web)		
Grants (Non-ASAP)		
DOE/C-Web Purchase Orders	TBD	
Grants (ASAP)	Sue.Shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259	
Miscellaneous	Gloria.mcgaha@hq.doe.gov 301-903-9502 Fax: 301-903-6749	
Training	Sherry.breeden@hq.doe.gov 301-903-5322 Fax: 301-903-3259	
Travel	Donna.ferril@hq.doe.gov 301-903-5853 Fax: 301-903-0326	
Working Capital Fund	TBD	
Liaison to Oak Ridge Payment Division for obligation issues	HQ Program Approving Official	Sue.shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259 Sherry.breeden@hq.doe.gov 301-903-5322 Fax: 301-903-3259 Lorraine.moxley@hq.doe.gov 301-903-9475

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FUNCTION	PRIMARY POC	SECONDARY POC
Payroll		
ATAAPS (T&A System) Desk Guides	http://chris.inel.gov/payroll/index.htm Local site payroll liaison	payrollcsrhelpdesk@hq.doe.gov 301-903-4433
ATAAPS System Support	Help Desk 301-903-2500	
DOE Customer Service Representatives – Provides liaison service between DOE employees and DFAS	payrollcsrhelpdesk@hq.doe.gov 301-903-4433 Fax: 301-903-3916	
Employee Self Service (ESS) System Support	ESSSupport@hq.doe.gov 301-903-0605	
Frequently Asked Questions	http://chris.inel.gov/payroll/index.htm	
How to Update Personal Payroll Information and/or Deductions: Direct Deposit for Salary Federal Health Benefits (FEHB) Federal Tax Withholding Home Address Official DOE Email Address Savings Bonds State Tax Withholding Thrift Savings Plan (TSP) TSP Catch-up Voluntary Allotments	Use Employee Self Service (ESS) at: https://mis.doe.gov/ess	
Labor Distribution Allocation and Reporting		
Casper NPR	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Chicago Operations Office	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Elk Hills NPR	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Golden Field Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Headquarters	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Idaho Operations Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
National Energy Technology Laboratory (NETL)	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	

Energy Finance and Accounting Service Center
Accounting Operations Division (ME-142)

Functional Directory
Effective: October 4, 2004

FUNCTION	PRIMARY POC	SECONDARY POC
National Nuclear Security Administration (NNSA) (ALQ)	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Oak Ridge Operations Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Office of Scientific and Technical Information (OSTI)	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Ohio Field Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Pittsburgh Naval Reactors Office	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Richland Operations Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Savannah River Operations Office	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Schenectady Naval Reactors Office	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Southeastern Area Power Administration	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Southwestern Area Power Administration	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Strategic Petroleum Reserve Office (SPRO)	Jerry.odegard@hq.doe.gov 301-903-4934 Fax: 301-903-6558	
Western Area Power Administration	Doug.kennedy@hq.doe.gov 301-903-4318 Fax: 301-903-6558	
Payroll/Personnel Benefits and Policy	http://chris.inel.gov/general/payroll_personnel.htm Local site Human Resource Department	
Permanent Change of Station (PCS) Transportation/Household Goods (Headquarters Only)	Lucia Chestnut (Headquarters Only) 202-586-3601	
PCS Travel Authorization	PCS Help Desk 301-903-8689 Fax: 301-903-5240	Angela.Chase@hq.doe.gov 301-903-3770 Kyong.rhee@hq.doe.gov 301-903-1617
PCS Payment Status	Oak Ridge Payments Division	

Energy Finance and Accounting Service Center
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FUNCTION	PRIMARY POC	SECONDARY POC
	https://finweb.oro.doe.gov/travel/travel.asp	
Purchase Card Reconciliation (Headquarters Only)	Brenda.taylor@hq.doe.gov 301-903-4577 Fax: 202-354-5245	Cynthia.forder@hq.doe.gov 301-903-5333 Fax: 301-903-0131
Property Accounting (Personal & Real)	Lisa.jones@hq.doe.gov 301-903-1406 Fax: 301-903-6749	Judy.brodbeck@hq.doe.gov 301-903-8351
Receivables		
Billing Requests	Send PDF copy to: AR@hq.doe.gov Send Fax to: 301-903-1770	Judith.hecht@hq.doe.gov 301-903-6769
Billings and Dunning Notices	AR@hq.doe.gov Fax: 301-903-1770	Judith.hecht@hq.doe.gov 301-903-6769
Reimbursable Work (Headquarters)	Dewight.Perkins@hq.doe.gov 301-903-5949 Fax: 301-903-0131	
Reimbursable Work (Field)	Bruce Walker Ralph.walker@hq.doe.gov 301-903-0543 Fax: 301-903-0131	Cynthia.forder@hq.doe.gov 301-903-5333
Reports		
DARTS Update for Financial Policy	TBD	
Performance Measures	TBD	
Schedule 9 (FY2004)	Donna.sweeney@hq.doe.gov 301-903-2097 Fax: 301-903-1770	
Schedule 9 (FY2005)	Carol.fuster@hq.doe.gov 301-903-0534 Fax: 301-903-1770	
Reservations (Headquarters Only)	Sue.shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259	
Procurement Requests	Germantown Building Room C-248	
SF-1221 State Department Foreign Billings	Mildred.lynn@hq.doe.gov 301-903-4938 Fax: 301-903-6749	
Travel Charge Cards		
Provide assistance to travelers who request the following: <ul style="list-style-type: none"> • Travel Charge Card Application • Raise or lower credit or ATM limits • Update mailing or e-mail address • Close an account • Report stolen or lost cards • Resolve billing discrepancies • General travel card questions 	Accounting.customer@hq.doe.gov 301-903-4340 1-800-597-7770 Fax: 301-903-0326	Virginia.hawley@hq.doe.gov 301-903-3270

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FUNCTION	PRIMARY POC	SECONDARY POC
<ul style="list-style-type: none"> Exemption to charge individual airline tickets to corporate charge card 		
Travel Customer Support		
Assistance with electronic travel processing	Accounting.Customer@hq.doe.gov 301-903-4340 1-800-597-7770 Fax: 301-903-0326	Virginia.Hawley@hq.doe.gov 301-903-3270
Explanation of deductions on vouchers	Accounting.Customer@hq.doe.gov 301-903-4340 1-800-597-7770 Fax: 301-903-0326	Pam.Bennett@hq.doe.gov 301-903-9621
Liaison to Oak Ridge Payments Division	Virginia.hawley@hq.doe.gov 301-903-3270 Fax: 301-903-0326	Dawn.sparkman@hq.doe.gov 301-903-4189
Questions regarding post payment audits	Accounting.Customer@hq.doe.gov 301-903-4340 1-800-597-7770 Fax: 301-903-0326	Pam.Bennett@hq.doe.gov 301-903-9621
Requests for reissued payments	Accounting.Customer@hq.doe.gov 301-903-4340 1-800-597-7770 Fax: 301-903-0326	Dawn.Sparkman@hq.doe.gov 301-903-4189
Status of travel payments	Oak Ridge Payments Division https://finweb.oro.doe.gov/travel/travel.asp	
Travel Delinquency and Potential Misuse Reports	Angela.Chase@hq.doe.gov 301-903-3770 Fax: 301-903-0326	Virginia.hawley@hq.doe.gov 301-903-3270
Travel Manager (TM)		
Local site Desk-side Coaching and Desktop Support Provide support to [REDACTED] and administrators to include: <ul style="list-style-type: none"> assistance in adding new users resetting passwords adding/changing group access creating/updating approval routing lists updating accounting information 	Headquarters Only: Consolidated Service Center (CSC) HelpDesk 301-903-2500 All other Field Offices: Local contact	
Provide support to [REDACTED] at Field Offices to include: <ul style="list-style-type: none"> assistance in adding new users resetting passwords adding/changing group access creating/updating approval routing lists 	Consolidated Service Center (CSC) HelpDesk 301-903-2500	

Energy Finance and Accounting Service Center
Accounting Operations Division (ME-142)
 Functional Directory
 Effective: October 4, 2004

FUNCTION	PRIMARY POC	SECONDARY POC
<ul style="list-style-type: none"> • updating accounting information <p>The Travel Team will work with the TM software vendor, GELCO, to resolve more complex issues when necessary.</p>		
Travel Policy (DOE-wide)	Sterling.ross@hq.doe.gov 202-586-8662	Norbert.juelich@hq.doe.gov 202-586-3654
Travel Post Payment Audits and Paper Travel Vouchers	Pam.Bennett@hq.doe.gov 301-903-9621 Fax: 301-903-0326 Submit vouchers to: <u>U. S. Postal Mail</u> Travel Team/ME-142.1 U. S. Department of Energy PO Box 500 Germantown, MD 20875 <u>Express Mail</u> Pam Bennett/ME-142.1 301-903-9621 U.S. Department of Energy 19901 Germantown Road Germantown, MD 20874	My-Khanh.Le@hq.doe.gov 301-903-5263
Vendor Profiles (Headquarters Only)		
Liaison to Oak Ridge Payments Division for vendor issues	Sherry.breeden@hq.doe.gov (TRAINING) 301-903-5322 Fax: 301-903-3259 Sue.shatzer@hq.doe.gov (ALL OTHERS) 301-903-3684 Fax: 301-903-3259	lorraine.moxley@hq.doe.gov 301-903-9475
Vendor Profiles other than ASAP (name, address, ACH, TIN, award type, payment terms)	Sue.shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259	Sherry.breeden@hq.doe.gov 301-903-5322
ASAP Certifier	Lorraine.Moxley@hq.doe.gov 301-903-9475 Fax: 301-903-3259	
ASAP Data Entry Operator	Sue.shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259	
ASAP Contact for Treasury, Procurement and Grantees	Sue.shatzer@hq.doe.gov 301-903-3684 Fax: 301-903-3259	